

Date: [Current Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

RE: Satisfaction of Mortgage / Loan Payoff Confirmation

Dear [Borrower Name],

This letter serves as formal notification that the loan associated with the property/account listed below has been paid in full.

Account/Loan Number: [Account Number]
Property Address: [Property Address, if applicable]
Original Loan Amount: \$[Amount]
Date of Final Payment: [Date]

We hereby certify that the debt has been satisfied. The **Issuance Date of Satisfaction** is [Date of Issuance].

The necessary legal documents to release the lien have been submitted to the [County/Local Authority] Recorder's Office. You should receive the recorded release directly from the county within [Number] business days.

Please retain this letter for your permanent records as evidence that the obligation has been discharged.

Sincerely,

[Authorized Signature]
[Name and Title]
[Institution Name]